

	JUSTICE AND PUBLIC SAFETY CABINET DEPARTMENT OF JUVENILE JUSTICE POLICY AND PROCEDURES	REFERENCES: 1-CTA-3A-04 3-JTS-1D-08-13 1-JBC-1D-07-12, 16 1-JDTP-1D-07-11, 3B-04 3-JDF-1D-07-13 3-JCRF-1D-03, 09-13 4-JCF-6E-07-13, 14 1-JPAS-2-7048, 7049,7049-1, 7050, 7051, 7054, 7055,7056 2-CO-1D-02, 05-08
CHAPTER: Professional Development		AUTHORITY: KRS 15A.065
SUBJECT: Training Requirements, Special Staff Groups and Specialized Task Training		
POLICY NUMBER: DJJ 505		
TOTAL PAGES: 11		
EFFECTIVE DATE: 08/04/2014		
APPROVAL: Bob D. Hayter		, ACTING COMMISSIONER

I. POLICY

Staff training requirements shall be determined by job classification. The staff that performs special duties or assigned tasks may be required to participate in specialized training, in addition to mandatory annual training.

II. APPLICABILITY

This policy shall apply to all programs, offices, employees, and volunteers of the Department of Juvenile Justice (DJJ) with the exception of the Executive Staff.

III. DEFINITIONS

Refer to Chapter 500

IV. PROCEDURES

A. Training Tracks shall:

1. Be developed by the Training Branch Manager and approved by the Departmental Advisory Training Committee (DSTC);
2. Reflect and indicate the sequence of training for professional development;
3. Be reviewed annually and updated as necessary; and
4. Be used as a basis for the development of the annual In-Service Training calendar, Training Plans, Pre-Service Training Plans, and Individual Training Plans. Annual training plans shall be developed and submitted to the Training Branch by March 1st of each year.

B. Training Calendar, Lesson Plans, Lesson Plan Approvals

1. The Youth Worker Training Academy(Academy) shall provide:

POLICY NUMBER DJJ 505	EFFECTIVE DATE: 08/04/2014	PAGE NUMBER 2 of 11
--	---	--------------------------------------

- a. A list of all courses or classes to be offered;
 - b. Dates and times of the courses or classes to be offered;
 - c. Synopsis of each course or class, including length in hours, target group objective, and prerequisite training; and
 - d. Enrollment information.
2. Students will receive the training schedule including the name of the expected instructor upon arrival at the Academy. This information is available to the student through the facility Superintendent prior to training.
3. All trainings offered for credit in DJJ shall be delivered according to a written lesson plan that is approved by the Training Branch Manager and the Division Director of Professional Development. Lesson plans shall include:
 - a. List of training aids and materials;
 - b. Detailed class content outline;
 - c. Performance objectives;
 - d. Copies of handouts and overheads; and
 - e. Test procedures and question, if applicable.
 - f. Exception are:
 - i. Meetings where credit is awarded for DJJ Policy or Standard Operating Procedure review. In this case, the Policy or Standard Operating Procedure shall be attached to the training sign-in sheet and kept on file with the facility or office training manager.
 - ii. Staff meetings where training credit is awarded.
 - iii. Outside trainings or college courses that are approved.
4. Lesson plans for trainings developed and delivered at the facility or office level shall be submitted by the assigned Training Branch Liaison for approval by the Department of Professional Development (DPD).
 - a. The approval shall be obtained before the training is delivered.
 - b. These lesson plans shall be reviewed annually by the assigned Training Branch Liaison.
 - c. All revisions to these lesson plans shall be submitted by the facility or office to the assigned Training Branch Liaison for approval by the DPD prior to the training.

C. Orientation and Pre Service Training

1. Administrative Managers and assigned Training Branch Liaisons are responsible for working cooperatively to ensure appropriate orientation training is available for all job classifications as listed within this policy.

POLICY NUMBER DJJ 505	EFFECTIVE DATE: 08/04/2014	PAGE NUMBER 3 of 11
--	---	--------------------------------------

2. All full-time employees shall receive forty (40) hours of orientation training prior to job assignment. Provisions shall exist for giving credit for equivalent previous training completed prior to employment.
3. All new DJJ staff shall have access to the Kentucky Department for Libraries and Archives. (<https://kdla.ky.gov/employee>) Programs may develop an on-site library and reference services to compliment the training and staff development program.
4. All new DJJ staff shall complete the New Staff Training module (NST) on Web Host as part of their orientation training.
 - a. All new staff shall be assigned NST by the Web Host System Administrator. For all staff except Youth Workers, NST shall be completed as soon as possible, but no later than thirty (30) days after the date of hire. Youth Workers are required to complete NST as soon as possible, but no later than thirty (30) days after their Academy graduation date. Each staff's immediate supervisor is responsible for ensuring that these trainings are completed within the specified timeframes.
 - b. Staff that are employed by the agency and promoted or have transferred to another position do not have to retake these lessons once they are completed unless directed to by their next-line supervisor.
 - c. NST consists of the following trainings:
 - i. NST DJJ Organization;
 - ii. NST Ethics;
 - iii. NST General Information;
 - iv. NST Introduction to Windows;
 - v. NST Justice and Public Safety Cabinet;
 - vi. NST Microsoft Outlook;
 - vii. NST Personnel Information;
 - viii. NST Policy 115;
 - ix. NST DJJ Policies;
 - x. NST Health Information Portability and Accountability Act (HIPAA);
 - xi. NST Sexual Harassment 1;
 - xii. NST Sexual Harassment 2;
 - xiii. NST Travel Policy;
 - xiv. NST Workplace Violence 1;
 - xv. NST Workplace Violence 2; and
 - xvi. NST Health Information and Portability Accountability Act.
 - d. Supervisors shall be notified by the Web Host Administrator when staff under their supervision does not complete NST within the required timeframes.

POLICY NUMBER DJJ 505	EFFECTIVE DATE: 08/04/2014	PAGE NUMBER 4 of 11
--	---	--------------------------------------

- i. Upon notification, the supervisor has two (2) weeks to ensure that the employee completes NST training.
 - ii. After two (2) weeks, the Division Director of Profession Development will be notified of the deficiency for appropriate action.
- e. In order to ensure that staff is provided the most current information and training is reinforced, the Web Host Administrator shall reassign NST as in-service training to all current staff once every three (3) years or anytime a course under goes a major revision. The only exception to this requirement is NST Ethics, which requires annual in-service training.
- 5. All staff hired in a DJJ facility shall be provided orientation training.
 - a. Trainings not offered by the Training Branch are the responsibility of the individual facility Superintendent for development and delivery.
 - b. Orientation training shall be addressed in each employee's Training Plan in accordance with policy.
 - c. All facility staff shall be provided orientation training in the following topics Required in-service training frequency are in parenthesis):
 - i. DJJ Policy and Facility Standard Operating Policy review (Annual);
 - ii. Program History, Philosophy, Purposes, Goals, and Objectives;
 - iii. Chain-of-command;
 - iv. Facility Emergency Procedures, including security, general safety, fire safety and medical emergency procedures (Annual);
 - v. The facility Environmental Health and Safety Plan (Annual);
 - vi. Blood borne and Airborne Pathogens, including the Facility Exposure Control Plan (Annual);
 - vii. Key Control;
 - viii. Report Writing;
 - ix. Specific Job Responsibilities, including Position Description (Annually through evaluation);
 - x. Sexual Abuse Prevention and Response in Supervisory Settings/ Prison Rape Elimination Act (PREA) (Annual);
 - xi. Procedures for patient transfers to appropriate medical facilities or community-health-service providers; and
 - xii. Cardio Pulmonary Resuscitation (CPR), Standard First Aid (SFA), and Automatic External Defibrillator (AED) Training (Annual).
 - d. Youth Workers, Youth Worker Supervisors, and Youth Services Program Supervisor, pre-service training shall be accomplished through successful completion of the Academy. The Academy shall contain at least six (6) weeks of instruction.

POLICY NUMBER DJJ 505	EFFECTIVE DATE: 08/04/2014	PAGE NUMBER 5 of 11
--	---	--------------------------------------

- e. The Training Branch shall ensure that Academy curriculum include:
 - i. An Overview of the Juvenile Justice Field;
 - ii. Safety and Security Procedures;
 - iii. Working Conditions and Regulations;
 - iv. Health Services Protocol;
 - v. CPR, Standard First Aid, and AED Training;
 - vi. Juvenile Rights, Rules, Regulations and Responsibilities;
 - vii. Supervision of Juvenile Offenders, including Use of Discipline Regulations;
 - viii. Juvenile Searches;
 - ix. Suicide Intervention and Prevention, including Signs of Suicide Risks and Mental Illness;
 - x. Signs and Symptoms of Chemical Dependency;
 - xi. Physical Skills and Use-of-Force Training
 - xii. Key Control;
 - xiii. Report Writing;
 - xiv. Legal Responsibilities of Staff;
 - xv. Interpersonal Relations;
 - xvi. Communication Skills;
 - xvii. Cultural Awareness and Diversity;
 - xviii. Social and Cultural Lifestyles of the Juvenile Population;
 - xix. Sexual Abuse, Sexual Harassment, and Prison Rape Elimination Act (PREA);
 - xx. Introduction to Personnel Policies; and
 - xxi. Code of Ethics.
 - xxii. Additional topics may be added at the discretion of the department.
6. The facility Superintendent shall work cooperatively with their assigned Training Branch Liaison to develop additional orientation training for new Youth Workers beyond the Academy. The Training Branch Liaison shall assist in providing training whenever possible and practical.
7. New Youth Workers cannot perform the functions of a Youth Worker until they have been certified by the Academy.
 - a. With the exception of Health Service Protocol (HSP) the DPD shall have the discretion to certify Youth Workers to begin performing their duties in instances where parts of the Academy are missed due to illness or emergency and scheduling a missed training is not practical.
 - b. The Training Branch Manager shall communicate to the facility Superintendent needed courses for completion and shall work with the Superintendent to ensure the courses are made up as soon as possible.

POLICY NUMBER DJJ 505	EFFECTIVE DATE: 08/04/2014	PAGE NUMBER 6 of 11
--	---	--------------------------------------

8. All department staff shall receive annual training on Employee Code of Conduct (Chapter 1).
9. Youth Workers shall receive one-hundred and twenty (120) hours of training during their first year of employment at the Academy. Youth Workers are required to have at least forty (40) hours of in-service training each year after their first year of employment.
10. Treatment Directors, youth counselors, Nurses, Vocational Counselors, and Institutional Recreation Leaders in DJJ programs are considered professional specialist employees and shall receive at least one-hundred and twenty (120) hours of training their first year on the job.
 - a. In addition to the topics listed in Section IV.C. 4 and 5, the first-year training must consist of the following topics (Ongoing training in all areas is recommended, in-service training frequency are in parenthesis):
 - i. Safety and Security Procedures (Annual);
 - ii. Physical Skills and Use-of-Force Regulations and Tactics per the requirements of Section IV.C.10.b and Section IV.D. 4. b or c (As required in Section IV.D.4);
 - iii. Interpersonal Relations
 - iv. Communication skills;
 - v. Code of Conduct/Ethics (Annual);
 - vi. Suicide Prevention and Intervention (Annual);
 - vii. Searches, including Rules of Evidence; and
 - viii. Social and Cultural Lifestyles of the Juvenile Population.
 - b. Treatment Directors, youth counselors, and Recreation Leaders are required to complete Physical Skills training. Nurses are required to complete Self Protection training.
 - c. Professional specialist employees shall receive at least forty (40) hours of in-service training each year after their first year of employment. In-service training shall include the topics listed in Section IV.C.10.a. and the Life Safety Course as outlined in Section IV.D.3.
 - d. New professional specialist employees may receive credit for training related to their professional field if completed and received during the previous five (5) years. Acceptance of prior training credit shall be approved by the Division Director of Professional Development. Documentation of prior training shall be required and shall be maintained in the employee's training file at their respective program.
 - e. Counselors shall be required to follow the training courses specified in the Training Tracks Document.
 - f. Counselors may take additional certification courses or specialized training as available after completion of these requirements.

POLICY NUMBER DJJ 505	EFFECTIVE DATE: 08/04/2014	PAGE NUMBER 7 of 11
--	---	--------------------------------------

- g. Institutional Recreation Leaders shall attend a minimum of eight (8) hours per year of training in planning, scheduling, and documentation of recreational and leisure activities.
- 11. Youth Counselors and Mental Health Branch staff shall attend the Juvenile Sex Offender Treatment Provider Certification (JSOTPC) at the first available training offered after their hire date.
- 12. Maintenance and Food Service staff are considered support staff with daily or regular youth contact.
 - a. These staff shall receive at least forty (40) hours of training their first year, including the topics listed in Section IV.C.4 and 5.
 - b. These staff shall receive at least forty (40) hours of in-service training each year after their first year of employment. In-service training shall include the Life Safety Course as outlined in Section IV.D.3.
 - c. Maintenance and Food Service staff that does not have responsibility for direct supervision of youth shall complete Self Protection training. Maintenance and Food Service staff that does directly supervise youth shall complete Physical Skills training.
- 13. Administrative Specialists with regular or daily youth contact shall be considered as part of Section IV.C.4 and 5. Administrative Specialists and Support Staff, with minimal or no youth contact, training shall include:
 - a. Sixteen (16) hours of training during their first year of employment, including the topics listed in Section IV.C.4 and 5 ;
 - b. Sixteen (16) hours of in-service training each year after their first year of employment; and,
 - c. Self-Protection training (Exception: Central Office Staff).
- 14. Youth Worker Supervisors, Youth Service Program Supervisors, and Superintendents I, II, and III shall be considered administrative staff.
 - a. Administrative staff shall receive at least forty (40) hours of training during their first year of employment in areas relevant to their job responsibilities, including the topics listed in Section IV.C.4 and 5 above.
 - b. Administrative staff shall receive at least forty (40) hours of in-service training each year after their first year of employment. In-service training shall include the Life Safety Course as outlined in Section IV.D.3 below.
 - c. Administrative staff shall complete Physical Skills training.
- 15. All Branch Managers, Regional Managers, and Facilities Regional Administrators, shall complete at least forty (40) hours of training during their first year including an orientation developed by the Training Branch Manager per DJJ Policy that includes review of DJJ Policies & Procedures. They shall complete at least forty (40) hours annual in-service training during each subsequent year of employment.

POLICY NUMBER DJJ 505	EFFECTIVE DATE: 08/04/2014	PAGE NUMBER 8 of 11
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16. Juvenile Service Workers, Juvenile Service District Supervisors, and Mental Health Branch staff shall complete at least forty (40) hours of training during their first year of employment including an orientation. These staff shall complete at least forty (40) hours of in-service training during each subsequent year of employment. Community and Mental Health Service staff may hold a Cardio Pulmonary Resuscitation and Standard First Aid certification through a departmental instructor based course. This course is not mandatory but may be used toward annual in-service training.

17. Student Interns, Volunteers, and Contract Employees shall complete an orientation appropriate to their assigned duties. The orientation shall include a review of DJJ Policy and Procedures that are applicable to the intern, volunteer, or contract employee responsibilities. All students, volunteers, and contract employees shall be trained on PREA. Additional training will be provided as needed.

Contracted educational staff shall complete trainings per Interagency Agreement and shall be trained at the same time as department staff. Training may be conducted by the local school district if reviewed and approved by the DJJ Program Services Division. Annual trainings shall include:

- a. CPR, SFA, and AED;
- b. Emergency procedures and fire safety;
- c. SOP Review relevant to education; and
- d. PREA.

D. Special Staff Groups and Specialized Task Training

1. Group Facilitation:

- a. This training content is designed to prepare selected Youth Workers to co-lead groups, lead psycho-educational content groups, and to assist in the temporary absence of the counselor.
- b. There shall be one (1) Youth Worker trained in Group Facilitation for each counselor in all DJJ day treatment programs, group homes, youth development centers, and detention centers.

2. Health Services Protocol:

- a. Medication Administration Training for Non-Licensed Staff training is a requirement of the Youth Worker Training Academy; however, any DJJ staff members that are not medical staff may be designated to attend this training.
- b. This training shall be required for any person who is responsible for the administration of medications under the direction and supervision of a Registered Nurse.

POLICY NUMBER DJJ 505	EFFECTIVE DATE: 08/04/2014	PAGE NUMBER 9 of 11
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- c. Health Services Protocol shall be reviewed annually as part of in-service training.
 - d. CPR, SFA, and AED training are prerequisites to participation in this course.
- 3. The Life Safety Course is a group of trainings designed to ensure that DJJ facility staff are adequately trained and prepared to maintain the health and well-being of youth.
 - a. The Life Safety Course shall include training to respond to health-related situations within a four (4) minute response time.
 - b. Life Safety Course includes the following trainings and annual in-service review:
 - i. CPR, SFA, and AED;
 - ii. Blood borne and Airborne Pathogens, including the Facility Exposure Control Plan;
 - iii. Suicide Intervention and Prevention, including Signs of Suicide Risks and Mental Illness;
 - iv. Signs and Symptoms of Chemical Dependency; Supervision of Juvenile Offenders, including Use of Discipline Regulations;
 - v. Behavior Management including violent behavior;
 - vi. The facility Environmental Health and Safety Plan;
 - vii. PREA; and
 - viii. Procedures for patient transfers to appropriate medical facilities or community-health-service providers.
- 4. Physical Skills and Use-of-Force Regulations and Tactics Training:

Physical Skills Reviews shall be held on-site and conducted by a qualified Facility Based Trainer (FBT). FBTs will provide an adequate number of scheduled reviews per month so that all staff needing reviews are able to attend.

 - a. Staff trained in the Physical Restraint Training are required to complete a minimum of one (1) hour of review per month for a total of twelve (12) hours review annually. Director of Professional Development will be notified of any staff who is more than three hours behind on monthly reviews. Training Branch staff shall schedule a Physical Skills Recertification test with the delinquent staff upon this notice. Recertification test result will determine if the staff shall attend an initial retraining. When a staff member fails to complete certification or Recertification the Division Director of Professional Development will notify the immediate supervisory staff of the individual's limitations with regards to job duties and what is required to successfully complete certification.
 - b. All facility staff shall be trained in Physical Restraint Training or Self-Protection Training.

POLICY NUMBER DJJ 505	EFFECTIVE DATE: 08/04/2014	PAGE NUMBER 10 of 11
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- c. Staff trained in Self-Protection are required to complete a one hour (1) of review quarterly. Staff who fails to complete review for two consecutive quarters will re-attend a Self-Protection Training.
 - d. Staff with regular or daily youth contact is required to complete Physical Restraint training and shall complete a minimum of one (1) hour of review per month.
 - e. Staff trained in the application of Mechanical Restraints is required to complete a minimum of one hour review every six months.
 - f. Reviews will be scheduled at least 30 days in advance, will be posted for facility staff to see, and this schedule will be sent to the Statewide Physical Skill Coordinators at least 30 days in advance.
 - g. The Superintendent or designee shall ensure that all staff receives the required training.
 - h. At least two staff and one FBT are required for a physical skills review. FBTs cannot conduct one on one reviews. Reviews must be at least one hour in duration and staff who cannot participate the entire hour will not be given training credit for the review. Training credit is not given for observing reviews as physical participation is required.
 - i. FBTs receive one hour training credit for each full hour of review they participate, conduct, or co-lead.
 - j. DJJ facilities will maintain enough trained FBTs to cover for military leave, injury or illness, promotion, transfer, or resignation. The facility shall never be without a qualified FBT to conduct physical skill reviews.
 - k. The minimum requirements to become a Physical Skill FBT are to have successfully completed two initial trainings and one Physical Skill Training of Trainers (TOT). Annual completion of a TOT is required to maintain a current FBT certificate. This certificate will qualify the FBT to conduct Physical Skill reviews, Self-Protection reviews and mechanical restraint reviews. FBTs are certified by the Statewide Physical Skill Coordinators who can revoke or deny a certificate based on failure to meet training requirements, demonstrating substandard skills, providing sub-standard reviews, failure to follow the least restrictive alternative philosophy, or reflecting negatively on DJJ or the Physical Skill program.
 - l. FBTs are not qualified to do any initial training.
5. Field Training Instructor Program

V. STAFF TRAINING

Not applicable.

POLICY NUMBER DJJ 505	EFFECTIVE DATE: 08/04/2014	PAGE NUMBER 11 of 11
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VI. MONITORING MECHANISM

- A. The Administrative Manager for each organizational unit, Training Branch Manager, the Division Director of Professional Development, and the Quality Assurance Branch shall monitor compliance with this policy.
- B. The Division of Program Services shall have the responsibility of verifying that appropriate orientations and trainings are completed and entered into the Web Host Learning System. Regular reports shall be provided to the Training Branch and to agency managers.